**TWO WEEKS NOTICE LETTER**

To: [Supervisor’s Email Address]  
Subject: Letter of Resignation - [Your Name]  
  
Dear [Supervisors’ Name],  
  
I issue this letter as my official two weeks’ notice for resignation from the position of a sale representative for JayMark Holdings. My last day at work will be on September 5, 20XX. Due to the sudden illness of my wife, I have decided to resign to take care of her. She has been in a coma for the past month.  
  
Thank you for the opportunity of working for JayMark Holdings. My career is at a totally different level.  
  
If you require any help I will be ready to assist; please feel free to contact me.  
  
Sincerely  
  
Eliot Peterson  
Sales Representative